



DUNSTABLE
TOWN COUNCIL

Tender for:

Creasey Welfare Facility Tender

Appendix B

Tender Response Form

Standard Selection Questionnaire

Potential Supplier Information and Exclusion Grounds: Part 1 and Part 2.

The standard Selection Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion¹. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (we call this self-cleaning).

A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently, we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. For example, these could be parent companies, affiliates, associates, or essential sub-contractors, if they are relied upon to meet the selection criteria. This means that where you are joining in a group of organisations, including joint ventures and partnerships, each organisation in that group must complete one of these self-declarations. Sub-contractors that you rely on to meet the selection criteria must also complete a self-declaration (although sub-contractors that are not relied upon do not need to complete the self-declaration).

When completed, this form is to be sent back to the contact point given in the procurement documents along with the selection information requested in the procurement documentation.

Supplier Selection Questions: Part 3 - 6

The procurement document will provide instructions on the selection questions you need to respond to and how to submit those responses. If you are bidding on behalf of a group (consortium) or you intend to use sub-contractors, you should complete all of the selection questions on behalf of the consortium and/or any sub-contractors.

If the relevant documentary evidence referred to in the Selection Questionnaire is not provided upon request and without delay, we reserve the right to amend the contract award decision and award to the next compliant bidder.

Consequences of Misrepresentation

If you seriously misrepresent any factual information in filling in the Selection Questionnaire, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

¹ For the list of exclusion please see https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf

OPEN PROCEDURE

Notes for completion

1. The “authority” means the contracting authority, or anyone acting on behalf of the contracting authority, that is seeking to invite suitable candidates to participate in this procurement process.
2. “You” / “Your” refers to the potential supplier completing this standard Selection Questionnaire i.e. the legal entity responsible for the information provided. The term “potential supplier” is intended to cover any economic operator as defined by the Public Contracts Regulations 2015 (referred to as the “regulations”) and could be a registered company; the lead contact for a group of economic operators; charitable organisation; Voluntary Community and Social Enterprise (VCSE); Special Purpose Vehicle; or other form of entity.
3. Please ensure that all questions are completed in full, and in the format requested. If the question does not apply to you, please state ‘N/A.’ Should you need to provide additional information in response to the questions, please submit a clearly identified annex.
4. The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to a group of economic operators (for example, a consortium) and/or use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed Part 1 and Part 2 is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.
5. For Part 1 and Part 2 every organisation that is being relied on to meet the selection must complete and submit the self-declaration.
6. All sub-contractors are required to complete Part 1 and Part 2².
7. For answers to Part 3 - If you are bidding on behalf of a group, for example, a consortium, or you intend to use sub-contractors, you should complete all of the questions on behalf of the consortium and/ or any sub-contractors, providing one composite response and declaration.

The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

² See PCR 2015 regulations 71 (8)-(9)

Tender Response Form Contents

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- PART 5 Financial - Selection Questions
- PART 6 Equality, Diversity, Inclusion Form

PART 1 - Potential Supplier Information

Please answer the following questions in full.

Section 1	Potential Supplier Information	
Question number	Question	Response
1.1(a)	Full name of the potential supplier submitting the information	
1.1(b) – (i)	Registered office address (if applicable)	
1.1(b) – (ii)	Registered website address (if applicable)	
1.1(c)	Trading status a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other (please specify your trading status)	
1.1(d)	Date of registration in country of origin	
1.1(e)	Company registration number (if applicable)	
1.1(f)	Charity registration number (if applicable)	
1.1(g)	Head office DUNS number (if applicable)	
1.1(h)	Registered VAT number	
1.1(i) - (i)	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	Yes No N/A <i>(delete as appropriate)</i>
1.1(i) - (ii)	If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s)	

1.1(j) - (i)	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	Yes No <i>(delete as appropriate)</i>
1.1(j) - (ii)	If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this	
1.1(k)	Trading name(s) that will be used if successful in this procurement	
1.1(l)	Relevant classifications (state whether you fall within one of these, and if so which one) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	
1.1(m)	Are you a Small, Medium or Micro Enterprise (SME) ³ ?	Yes No <i>(delete as appropriate)</i>
1.1(n)	Details of Persons of Significant Control (PSC), where appropriate: ⁴ - Name; - Date of birth; - Nationality; - Country, state, or part of the UK where the PSC usually lives; - Service address; - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%,	

³ See EU definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

⁴ UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance.](#)

	- 75% or more. ⁵ (Please enter N/A if not applicable)	
1.1(o)	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	
1.1(p)	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) <p>(Please enter N/A if not applicable)</p>	

Please note: A criminal record check for relevant convictions may be undertaken for the preferred suppliers and the persons of significant in control of them.

Please provide the following information about your approach to this procurement:

⁵ Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award.

Section 1		Bidding Model																								
Question number	Question	Response																								
1.2(a) - (i)	Are you bidding as the lead contact for a group of economic operators?	<p>Yes No</p> <p><i>(delete as appropriate)</i></p> <p>If yes, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.</p> <p>If no, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3.</p>																								
1.2(a) - (ii)	Name of group of economic operators (if applicable)																									
1.2(a) - (iii)	Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure																									
1.2(b) - (i)	Are you or, if applicable, the group of economic operators proposing to use sub-contractors?	<p>Yes No</p> <p><i>(delete as appropriate)</i></p>																								
1.2(b) - (ii)	<p><i>If you responded yes to 1.2(b)-(i) please provide additional details for each sub-contractor in the following table: we may ask them to complete this form as well.</i></p> <table border="1"> <tbody> <tr> <td><i>Name</i></td> <td></td> <td></td> </tr> <tr> <td><i>Registered address</i></td> <td></td> <td></td> </tr> <tr> <td><i>Trading status</i></td> <td></td> <td></td> </tr> <tr> <td><i>Company registration number</i></td> <td></td> <td></td> </tr> <tr> <td><i>Head Office DUNS number (if applicable)</i></td> <td></td> <td></td> </tr> <tr> <td><i>Registered VAT number</i></td> <td></td> <td></td> </tr> <tr> <td><i>Type of organisation</i></td> <td></td> <td></td> </tr> <tr> <td><i>SME (Yes/No)</i></td> <td></td> <td></td> </tr> </tbody> </table>		<i>Name</i>			<i>Registered address</i>			<i>Trading status</i>			<i>Company registration number</i>			<i>Head Office DUNS number (if applicable)</i>			<i>Registered VAT number</i>			<i>Type of organisation</i>			<i>SME (Yes/No)</i>		
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<i>Type of organisation</i>																										
<i>SME (Yes/No)</i>																										

	<i>The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables</i>		
	<i>The approximate % of contractual obligations assigned to each sub-contractor</i>		

Contact details and declaration

I declare that to the best of my knowledge the answers submitted, and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

Section 1	Contact Details and Declaration	
Question number	Question	Response
1.3(a)	Contact name	
1.3(b)	Name of organisation	
1.3(c)	Role in organisation	
1.3(d)	Phone number	
1.3(e)	E-mail address	
1.3(f)	Postal address	
1.3(g)	Signature (electronic is acceptable)	
1.3(h)	Date	

PART 2 - Exclusion Grounds

Please answer the following questions in full.

Note that every organisation that is being relied on to meet the selection criteria must complete and submit the Part 1 and Part 2 self-declaration.

Section 2	Grounds for Mandatory Exclusion	
Question number	Question	Response
2.1(a)	<p>Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this webpage ⁶, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p>	
	Participation in a criminal organisation	Yes No <i>(delete as appropriate)</i> If Yes, please provide details at 2.1(b)
	Corruption	Yes No <i>(delete as appropriate)</i> If Yes, please provide details at 2.1(b)
	Fraud	Yes No <i>(delete as appropriate)</i> If Yes, please provide details at 2.1(b)
	Terrorist offences or offences linked to terrorist activities	Yes No <i>(delete as appropriate)</i> If Yes, please provide details at 2.1(b)
	Money laundering or terrorist financing	Yes No <i>(delete as appropriate)</i> If Yes, please provide details at 2.1(b)
	Child labour and other forms of trafficking in human beings	Yes No <i>(delete as appropriate)</i> If Yes, please provide details at 2.1(b)

⁶

2.1(b)	<p>If you have answered yes to question 2.1(a), please provide further details.</p> <p>Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,</p> <p>Identity of who has been convicted</p> <p>If the relevant documentation is available electronically, please provide the web address, issuing authority, precise reference of the documents.</p>	
2.2	<p>If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion ? (Self Cleaning)</p>	<p>Yes No (delete as appropriate)</p>
2.3(a)	<p>Regulation 57(3)</p> <p>Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions?</p>	<p>Yes No (delete as appropriate)</p>
2.3(b)	<p>If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines</p>	

Please Note: The Town Council reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

Section 3		Grounds for Discretionary Exclusion
Question Number	Question	Response
3.1	<p>Regulation 57 (8)</p> <p>The detailed grounds for discretionary exclusion of an organisation are set out on this webpage ⁷, which should be referred to before completing these questions.</p> <p>Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision, or control in the organisation.</p>	
3.1(a)	Breach of environmental obligations?	Yes No <i>(delete as appropriate)</i> If Yes, please provide details at 3.2
3.1 (b)	Breach of social obligations?	Yes No <i>(delete as appropriate)</i> If Yes, please provide details at 3.2
3.1 (c)	Breach of labour law obligations?	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details at 3.2
3.1(d)	Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation's assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended, or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State?	Yes No <i>(delete as appropriate)</i> If Yes, please provide details at 3.2
3.1(e)	Guilty of grave professional misconduct?	Yes No <i>(delete as appropriate)</i> If Yes, please provide details at 3.2
3.1(f)	Entered into agreements with other economic operators aimed at distorting competition?	Yes No <i>(delete as appropriate)</i> If Yes, please provide details at 3.2

3.1(g)	Aware of any conflict of interest within the meaning of regulation twenty-four due to the participation in the procurement procedure?	Yes No <i>(delete as appropriate)</i> If yes, please provide details at 3.2
3.1(h)	Been involved in the preparation of the procurement procedure?	Yes No <i>(delete as appropriate)</i> If Yes, please provide details at 3.2
3.1(i)	Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages, or other comparable sanctions?	Yes No <i>(delete as appropriate)</i> If Yes, please provide details at 3.2
3.1(j)	Please answer the following statements	
3.1(j) - (i)	The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.	Yes No <i>(delete as appropriate)</i> If Yes, please provide details at 3.2
3.1(j) - (ii)	The organisation has withheld such information.	Yes No <i>(delete as appropriate)</i> If Yes, please provide details at 3.2
3.1(j) –(iii)	The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.	Yes No <i>(delete as appropriate)</i> If Yes, please provide details at 3.2
3.1(j)-(iv)	The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.	Yes No <i>(delete as appropriate)</i> If Yes, please provide details at 3.2

3.2	If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	
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PART 3 - Standard Selection Questions

Section 4	Economic and Financial Standing	
Question Number	Question	Response
4.1	Are you able to provide a copy of your audited accounts for the last two years, if requested? If no, can you provide one of the following: answer with Y/N in the relevant box	Yes No <i>(delete as appropriate)</i>
	(a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation	Yes No <i>(delete as appropriate)</i>
	(b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position	Yes No <i>(delete as appropriate)</i>
	(c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status)	Yes No <i>(delete as appropriate)</i>

Section 5	If you have indicated in the Selection Questionnaire question 1.2 that you are part of a wider group, please provide further details below:	
Name of organisation		
Relationship to the Supplier completing these questions		

5.1	Are you able to provide parent company accounts if requested to at a later stage?	Yes No <i>(delete as appropriate)</i>
5.2	If yes, would the parent company be willing to provide a guarantee if necessary?	Yes No <i>(delete as appropriate)</i>
5.3	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	Yes No

		<i>(delete as appropriate)</i>
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Section 6	Technical and Professional Ability
6.1	<p>Relevant experience and contract examples</p> <p>Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or sub-contractor(s) who will deliver the contract.</p> <p>If you cannot provide examples see question 6.3</p>

	Contract 1	Contract 2	Contract 3
Name of customer organisation			
Point of contact in the organisation			
Position in the organisation			
E-mail address			
Description of contract			

Contract Start date			
Contract completion date			
Estimated contract value			

6.2	<p>Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)</p> <p>Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries)</p>

6.3	<p>If you cannot provide at least one example for questions 6.1, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract</p>

Section 7 Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015		
Question Number	Question	Response
7.1	<p>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?</p>	<p>Yes <input type="checkbox"/></p> <p>N/A <input type="checkbox"/></p>

7.2	If you have answered yes to question 7.1, are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	Yes <input type="checkbox"/> Please provide the relevant URL No <input type="checkbox"/> Please provide an explanation
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Section 8		Insurance
Question Number	Question	Response
8.1	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £5 million</p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders</p>	<p>Yes No (delete as appropriate)</p>
8.2	Public Liability Insurance = £10 million	<p>Yes No (delete as appropriate)</p>
8.3	Professional Indemnity Insurance = £1 million	<p>Yes No (delete as appropriate)</p>
8.4	Product Liability Insurance = £1 million	<p>Yes No (delete as appropriate)</p>
8.5	Pollution Liability Insurance = £1 million	<p>Yes No (delete as appropriate)</p>

Section 19	Equality
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Question Number	Question	Response
9.1	Do you have an Equality & Diversity Policy ?	
9.2	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal, or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.3	In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9.4	If you have answered “yes” to one or both of the questions in this above, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date. If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring	
9.5	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

Section 10 Environmental & Biodiversity Management		
Question Number	Question	Response
10.1	<p>Dunstable Town Council has made a commitment to reduce its environmental impact and carbon emissions.</p> <p>Please indicate the measures you employ to minimise your organisations carbon footprint and environmental impact and enhance environmental and social benefits and how these practices will be applied to the delivery of this contract.</p> <p>Please indicate the actions in reference to the following areas as appropriate to your submission.</p> <ul style="list-style-type: none"> • Community Engagement • Energy & Water Management • Local Purchasing • Transport & Air Quality 	

	<ul style="list-style-type: none"> • Waste & Recycling • Biodiversity & Open Spaces 	
10.1a	Response:	
10.2	<p>Do you have an Environmental & Biodiversity Policy?</p> <p>Please provide a copy as supporting documentation</p>	<p>Yes No (delete as appropriate) as</p>
10.3	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or council (including local authority)? If your answer to this question is “Yes,” please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The council will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the council is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches</p>	<p>Yes No (delete as appropriate)</p>
10.4	<p>If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?</p>	<p>Yes No N/A (delete as appropriate)</p>

Section 11 Health and Safety		
Question Number	Question	Response
11.1	<p>Do you have a Health & Safety Policy?</p> <p>Please provide a copy as supporting documentation</p>	<p>Yes No (delete as appropriate)</p>
11.2	<p>Does your organisation have a Health and Safety Policy that complies with current legislative requirements?</p>	<p>Yes No (delete as appropriate)</p>
11.3	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement /</p>	<p>Yes No</p>

	<p>remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question is “Yes,” please provide details in a separate Appendix of any enforcement / remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The council will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches</p>	<i>(delete as appropriate)</i>
11.4	If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?	Yes <input type="checkbox"/> Yes No <i>(delete as appropriate)</i>

Section 12 Company Quality Standards		
Question Number	Question	Response
N/A	None	N/A

PART 4 - Quality Selection Questions

The following documents are required with the tender return:

1. Detailed programme of works (10%)
2. A detailed logistics plan (10%)
3. Relevant experience of similar projects (25%)

PART 5 - Financial - Selection Questions

The costs should be broken down into components as the attached Currie & Brown CSA.

PART 6 - Equality, Diversity, Inclusion Form

Dunstable Town Council (DTC) encourages tender applications from all sections of the community. We endeavour to appoint contractors who are committed to promoting equality of opportunity in their own employment and service delivery, and who can demonstrate an ability in this important area.

1. Organisation size	
What is the total number of employees, contractors, partners in your organisation?	
2. Equality and diversity policy	
Does your organisation have an equality and diversity policy, statement or strategy?	YES / NO If YES, please provide a copy. If NO, are you intending to implement something in the near future, and if so, when?
3. Bullying and harassment policy	
Does your organisation have a policy/procedure to handle issues relating to bullying and/or harassment?	YES / NO If YES, please provide a copy. If NO, are you intending to implement something in the near future, and if so, when?
4. Equality and diversity training	
Does your organisation provide equality and diversity training?	YES, and it's mandatory / YES, and its optional / NO If YES, please provide an outline or description of the training, its regularity, and the percentage of

	<p>your organisation that has completed the training.</p> <p>If NO, are you intending to implement something in the near future, and if so, when?</p>
5. Workforce	
<p>Within your workforce what % of staff are: BAME. Disabled, Women?</p>	<p>BAME - Disabled - Women -</p>

Declaration

¹ BAME: Black, Asian, Minority Ethnic, know until recently as BME.

I declare that to the best of my knowledge the answers submitted to these questions are correct. I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this procurement, and I am signing on behalf of:

(Insert name of Supplier).

I understand that the council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false or misleading information. I have provided a full list of any documents used to provide additional information in response to questions.

I also declare that there is no conflict of interest in relation to the authority’s requirement.

Completed by:

Name	
Role in Organisation	
Date	
Signature	